

CITY OF MILWAUKIE

CLASSIFICATION: Cross Connection Specialist-

Department: Community Development
Location: Johnson Creek Blvd

Grade Number: 60
Union: AFSCME

FLSA: Non exempt
EEO Category: 7 – Skilled Craft

DESCRIPTION: Under direction, plans, coordinates and administers various day-to-day activities pertaining to the City's Cross Connection Control Program; coordinates, monitors and performs cross connection control activities, including the inspection, testing and certification of backflow prevention devices; maintains the City's backflow prevention device database; investigates and identifies compliance issues; and communicates with regulatory agencies as required. This position may act as back-up direct responsible charge (DRC) for water distribution (this position will receive DRC premium pay when acting as the water distribution DRC). This position may provide lead worker direction to Utility Worker I and II relative to cross connection assignments.

DUTIES AND RESPONSIBILITIES: *Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate and administer the City's Cross Connection Control Program.
2. Enforce public health regulations relating to backflow and cross connection control within the City of Milwaukie's water distribution system.
3. Conduct cross connection surveys and inspections in order to identify water user premises where cross connections are likely to occur.
4. Develop and maintain an annual backflow testing and maintenance schedule and monthly notification program; coordinate the testing, maintenance and repair of backflow prevention devices; communicate with testing contractors to investigate devices that have failed or have not been tested; issue letters and initiate water shut off procedures as necessary.
5. Inspect premises for cross connections; certify backflow prevention devices on new construction or remodels when building permits are issued.
6. Provide information concerning the City's Cross Connection Control Program to others, including other City departments, governmental agencies, contractors, architects and engineers.
7. Maintain the City of Milwaukie list of certified backflow assembly testers.
8. Using specialized computer software, maintain accurate records of backflow prevention device locations, testing, repairs and other information.
9. Test, maintain and repair backflow prevention devices on City property and buildings.
10. Troubleshoot and respond to complaints on backflow prevention devices within the City's water distribution system; meets with customers to discuss their backflow prevention needs and contact them when upgrades are needed.
11. Inspect water tank trucks to ensure that the trucks have proper air-gap separations and maintain appropriate records.
12. Meet with the State Health Inspector as needed for review and audit of the City's Cross Connection Control Program.
13. Report either verbal or in writing to city officials or other jurisdictions on program compliance or needs.
14. May issue water hydrant permits and help enforce the hydrant meter program; May help read, repair and test hydrant meters.
15. Perform related duties as assigned.

JOB SPECIFICATIONS: Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.

Minimum Qualifications

Education:

1. High school diploma or GED equivalency;
2. Or any equivalent combination of education and experience.

Knowledge of:

1. Inspection, testing, repair and certification of cross connection control devices including backflow prevention devices and those pertaining to water meters, motors, and pumps.
2. Principles, practices, tools, equipment and parts used in the testing, maintenance and repair of backflow prevention and related devices.
3. Municipal water system and water service components.
4. Pertinent state, federal and local laws, codes and regulations.
5. Pertinent safety principles and practices including working in confined spaces.
6. Principles and practices of electricity and hydraulics.
7. Basic mathematics.
8. Basic writing skills including grammar, punctuation, and spelling.

Prior Work Experience

1. Three (3) years of progressively responsible related experience; or
2. Any equivalent combination of education and experience that illustrates the knowledge, skill and ability to perform the essential duties and responsibilities of this classification.

Necessary Knowledge, Skills and Abilities

Perform a variety of skilled and complex work in the repair, testing, and certification of cross connection control and backflow prevention devices in accordance with State, County and City ordinances and regulations.

Ability to:

1. Work independently.
2. Maintain complex manual and computerized records and prepare reports.
3. Understand and carry out oral and written instructions.
4. Establish and maintain effective working relationships with others.
5. Communicate effectively both orally and in writing.
6. Tactfully deal with the public.
7. To report program efficiency and compliance to city council or other municipalities.
8. Enforce regulations relating to cross connection control and backflow devices.
9. Perform medium-heavy manual labor, including lifting and carrying up to 75 pounds.
10. To write program reports.
11. Read and interpret blueprints.
12. Work in confined spaces.

Special Requirements:

1. Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License, maintain a valid license with proper endorsements and meet City driving standards; Licenses or Certificates. Obtain Class B CDL within 6 months of hire.
2. Possession of a Grade II Water Distribution Operator Certificate issued by the State of Oregon,

Department of Health Services required; possession of a Grade III Water Distribution Operator Certificate desirable.

3. Possession of a Backflow Prevention Assembly Tester's Certificate from the American Water Works Association (AWWA) required.
4. Possession of a Cross Connection Control Specialist Grade I Certificate from the American Water Works Association (AWWA) required.

Tools and Equipment Used:

1. May use but is not limited to any of the following depending upon respective field of operations: dump truck, backhoe, sanders, rakes, service trucks, loader, jack hammer, sweeper, street sander, roller, paving equipment, sewer equipment, GPS equipment, combination machine, hydro cleaner, air compressor, variety of other hand tools, multimeters, amp meters, pressure gauges, and transducers.
2. Computer and printer, digital camera, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work can be moderately hazardous and dirty.
2. Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. Lifting: frequent lifting up to 75 pounds; occasional lifting up to 75 pounds.
3. Vision: constant use of overall vision. Dexterity: frequent grasping, holding, and reaching.
4. Hearing/Talking: frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions.
5. Emotional/ Psychological: frequent coworker contact; occasional working alone.
6. Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. Some positions may be assigned to remote locations. Positions may require occasional stand-by, overtime or weekend work and travel is rare.
2. May be required to work evenings, weekends and holidays; may be required to work overtime and irregular hours in emergency situations.

Supervision:

1. Receives general supervision from higher-level supervisory or management staff. May exercise technical and/or functional supervision over assigned staff.

Communication:

1. Work involves frequent communication with City Council and other departments within the City and frequent contact with customers and others outside the City. Communications are moderately complex.

Cognitive Functions:

1. Work is frequently monitored. Policies and procedures are well defined but there is some latitude. Problems encountered can run the gamut from routine to moderately difficult and complex, with or without precedent for solution.

Resource Accountability:

1. This position has considerable impact on equipment and the modest supplies and materials inventory.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: June 2016